

1483 Ashford Avenue
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San Juan, PR 00907
(832) 692-2475

INVOICE: 2024-3

DATE: 3/01/2024

TO:
Puerto Rico Chief Federal Monitor

FOR:
Paralegal Services

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
02/11/2024	-Transcribed/organized notes for monthly check-in meeting with Monitor Rafael Ruiz -Checked/responded to emails -Organized some documents in BOX	3.25	90.00	292.50
02/12/2024	-Transcribed/organized notes for monthly check-in meeting with Monitor Rafael Ruiz -Emailed the notes to Monitors Denise Rodriguez and Rafael Ruiz -Uploaded notes to BOX -Checked/responded to emails -Biweekly team call -Monthly check-in meetings with Rafael Ruiz and Scott Cragg and Denise Rodriguez/notes -Message exchanges with Monitor Rafael Ruiz	6.25	90.00	562.50
02/13/2024	-Transcribed/organized notes for monthly check-in meeting with Monitor Donald Gosselin -Emailed notes to Monitors Denise Rodriguez and Donald Gosselin -Uploaded notes to BOX -Checked/responded to emails -Message exchanges with Monitor Rafael Ruiz -Worked on CMR-10 worksheet requested by Monitor Rafael Ruiz -Phone call with David Levy	3.25	90.00	292.50
02/14/2024	-Message/phone call exchanges with Monitor Rafael Ruiz -Phone call with Inigo Canales -Email exchanges with David Levy -Worked on CMR-10 worksheet and emailed to Rafael Ruiz -Monthly check-in meeting with Monitors Donald Gosselin and Denise Rodriguez -Organized notes/Checked and responded to emails	2.75	90.00	247.50
02/15/2024	-Message exchanges with Monitor Rafael Ruiz -Message exchanges with Monitor Denise Rodriguez/zoom call -Email exchanges with PRPB (Pablo G. Serrano) cancelling Search & Seizure Meeting -Emailed PRPB (Esthermarie Torres Lopez) regarding the Policy and Procedure meeting on 2/16/2024 -Emailed PRPB asking for agenda for meeting regarding administrative complaints and internal investigations -Assisted Monitor Donald Gosselin in zoom meeting to discuss administrative complaints and internal investigations -Read notes from the meeting Rafael Ruiz had with Pablo Gonzalez Serrano (PRPB)/uploaded to BOX/sent to Rafael Ruiz -CMR-10 2.2 data validation	8.25	90.00	742.50
02/16/2024	-Email exchanges with Esthermarie Torres Lopez -Message exchanges with Monitors Denise Rodriguez and Rafael Ruiz -Cancelled zoom meeting regarding policies and procedures/notified parties -Extensive notes/transcript for January 253 Meeting -CMR-10 2.2 Data Validation	4.50	90.00	405.00
02/18/2024	-Extensive notes/transcript for January 253 Meeting -CMR-10 2.2 Data Validation -Checked/responded to emails	5.50	90.00	495.00
02/19/2024	-Emailed 253 notes to Monitors Denise Rodriguez & John Romero -Prepared and sent 253 notes to respective monitors -Collected documents for Monitor Scott Cragg and emailed them -Organized/transcribed notes for the February 15 meeting with PRPB and Monitor Donnie Gosselin/uploaded to BOX -Checked/responded to emails -Prepared for the site visit	5.25	90.00	472.50

02/20/2024	-Attend meetings at PRPB Headquarters -Checked/responded to emails -Organized the notes of the day -CMR-10 2.2 Data Validation -Assisted Monitor Rita Watkins with information regarding the 253 notes/prepared and sent her additional notes requested	8.5	90.00	765.00
02/21/2024	-Site visit in Utuado -Organized the notes of the day -Checked/responded to emails -Communication exchanges with team members -CMR-10 2.2 Data Validation	9.00	90.00	810.00
02/22/2024	-Message exchanges with Monitors Denise Rodriguez and Rafael Ruiz -Emailed Sergeant Pablo Gonzalez Serrano requesting a meeting for Rafael Ruiz/email exchanges regarding the topic -CMR-10 2.2 Data Validation	.75	90.00	67.50
02/26/2024	-Sent out invitation for Meeting to Discuss Searches and Seizures -Team biweekly meeting -Checked/responded to emails -CMR-10 2.2 Data Validation	2.75	90.00	247.50
02/27/2024	-Sent out email cancelling the meeting to discuss administrative complaints and internal investigations -Communication exchange with team members/monitors -Phone call and email exchanges with Joan Maldonado (PRPB)	.75	90.00	67.50
02/28/2024	-February 253 Meeting -Checked/responded to emails -Communication exchanges with team members -Coordinated meeting with Donald and PRPB regarding administrative complaints -CMR-10 2.2 Data Validation	2.75	90.00	247.50
02/29/2024	-Extensive notes/transcript for February 253 Meeting and emailed to Monitors Denise Rodriguez & John Romero -Prepared and sent 253 notes to respective monitors -Prepared and sent 253 notes to Luis Saucedo (DOJ) -Checked/responded to emails -Communication exchange with David Levy -Communication exchanges with team members -Finished CMR-10 2.2 Data Validation/checked supplemental request	8.00	90.00	720.00
TOTAL 71.50 HRS @ \$90				6,435.00

S/STEPHANIE LEON

I HEREBY CERTIFY THAT THE AMOUNT BILLED IN THIS INVOICE IS TRUE AND CORRECT IN MY CAPACITY AS A MEMBER OF THE FEDERAL MONITORING TEAM. I FURTHER CERTIFY THAT I HAVE NOT RECEIVED ANY INCOME, COMPENSATION, OR PAYMENT FOR SERVICES RENDERED UNDER A REGULAR EMPLOYMENT OR CONTRACTUAL RELATIONSHIP WITH THE COMMONWEALTH, OR ANY OF ITS DEPARTMENTS, MUNICIPALITIES OR AGENCIES.